



UNITED STATES
POSTAL SERVICE

***Change of Address
Cards PS Form 3575
(Military COA
Examples)***



UNITED STATES
POSTAL SERVICE

CHANGE OF ADDRESS FORM - PS FORM

3575

(Incorrect Check-in Example Using Apt & Suite Block)

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS ORDER												OFFICIAL USE ONLY							
Please PRINT items 1-10 in blue or black ink. Your signature is required in item 9.												Zone/Route ID No.							
1. Change of Address for: (Read Attached Instructions) <input checked="" type="checkbox"/> Individual (#5) <input type="checkbox"/> Entire Family (#5) <input type="checkbox"/> Business (#6)						2. Is This Move Temporary? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						Date Entered on Form 3982							
3. Start Date: M M D D Y Y (ex. 02/27/07) 0 4 0 5 0 7						4. If TEMPORARY move, print date to Discontinue forwarding: (ex. 03/27/07)						M M D D Y Y							
5a. LAST Name & Jr./Sr./etc MARINE												Expiration Date							
5b. FIRST Name and MI HARDCORE												M M D D Y Y							
6. If BUSINESS Move, Print Business Name												Clerk Forwarded to Post							
PRINT OLD MAILING ADDRESS BELOW: (USE HOUSE/FLAT/UNIT/STREET NAME INCLUDING ST., AVE., CT., ETC.) OR PO BOX																			
7a. OLD Mailing Address 123 MARINE ROAD																			
7a. OLD APT or Suite						7b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate													
7c. OLD CITY ANYTOWN						7d. State CA						7e. ZIP 92056							
PRINT NEW MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX																			
8a. NEW Mailing Address CONSOLIDATED POST OFFICE																			
8a. NEW APT/Ste or PMB BOX 555001						8b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate													
8c. NEW CITY CAMP PENDLETON						8d. State CA						8e. ZIP 92055							
9. Print and Sign Name (see conditions on reverse) Print HARDCORE MARINE												10. Date Signed: M M D D Y Y (ex. 01/27/07) 0 5 0 5 0 7				OFFICIAL USE ONLY			
Sign																			
PS FORM 3575 JANUARY 2007 Visit usps.com to change your address online or call 1-800-ASK-USPS (1-800-275-8777) 0107																			



UNITED STATES
POSTAL SERVICE

CHANGE OF ADDRESS FORM - PS FORM

3575

(Incorrect Checking In with Unit Name & Box #)

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS ORDER												OFFICIAL USE ONLY			
Please PRINT items 1-10 in blue or black ink. Your signature is required in item 9.												Zone/Route ID No.			
1. Change of Address for: (Read Attached Instructions) <input checked="" type="checkbox"/> Individual (#5) <input type="checkbox"/> Entire Family (#5) <input type="checkbox"/> Business (#6)												Date Entered on Form 3982			
2. Is This Move Temporary? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No												M M D D Y Y			
3. Start Date: (ex. 02/27/07) M M D D Y Y 0 4 0 5 0 7												M M D D Y Y			
4. If TEMPORARY move, print date to Discontinue forwarding: (ex. 03/27/07) M M D D Y Y												M M D D Y Y			
5a. LAST Name & Jr./Sr./etc JAMES												Expiration Date			
5b. FIRST Name and MI Hardcore												M M D D Y Y			
6. If BUSINESS Move, Print Business Name												Per E/Corsement			
7a. OLD Mailing Address 1 2 3 MARINE ROAD												7d. State CA 7e. ZIP 93616			
7b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate												8d. State CA 8e. ZIP 92055			
7c. OLD CITY ANYTOWN												8a. NEW Mailing Address CLR 17 BOX 555607			
8b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate												8c. NEW CITY CAMP PENDLETON			
9. Print and Sign Name (see conditions on reverse) Print JAMES HARDCORE Sign JAMES HARDCORE												10. Date Signed: (ex. 01/27/07) M M D D Y Y 0 4 0 5 0 7			
PS FORM 3575 JANUARY 2007 Visit usps.com to change your address online or call 1-800-ASK-USPS (1-800-275-8777) 0107												PS FORM 3575 July 2002 See http://www.movingguide.com for more information.			
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CHANGE OF ADDRESS FORM - PS FORM 3575

(Correct Checking In Example)

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS ORDER												OFFICIAL USE ONLY			
Please PRINT items 1-10 in blue or black ink. Your signature is required in item 9.												Zone/Route ID No.			
1. Change of Address for: (Read Attached Instructions) <input checked="" type="checkbox"/> Individual (#5) <input type="checkbox"/> Entire Family (#5) <input type="checkbox"/> Business (#6)						2. Is This Move Temporary? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
3. Start Date: (ex. 02/27/07)			M M D D Y Y 0 4 0 5 0 7			4. If TEMPORARY move, print date to Discontinue forwarding: (ex. 03/27/07)			M M D D Y Y			Date Entered on Form 3982 M M D D Y Y			
5a. LAST Name & Jr./Sr./etc		JAMES										Expiration Date M M D D Y Y			
5b. FIRST Name and MI		HARDCORE										Clerk/Carrier Endorsement			
6. If BUSINESS Move, Print Business Name															
PRINT OLD MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX															
7a. OLD Mailing Address		1 2 3 MARINE ROAD													
7a. OLD APT or Suite		7b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate													
7c. OLD CITY		ANYTOWN										7d. State CA		7e. ZIP 93616	
PRINT NEW MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX															
8a. NEW Mailing Address		BOX 555607													
8a. NEW APT/Ste or PMB		8b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate													
8c. NEW CITY		CAMP PENDLETON										8d. State CA		8e. ZIP 92055	
9. Print and Sign Name (see conditions on reverse)												OFFICIAL USE ONLY			
Print		JAMES HARDCORE										10. Date Signed: M M D D Y Y			
Sign		JAMES HARDCORE										(ex. 01/27/07) 0 4 0 5 0 7			
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CHANGE OF ADDRESS FORM - PS FORM

3575

(Incorrect Example Using Apt & Suite Block)

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS ORDER												OFFICIAL USE ONLY			
Please PRINT items 1-10 in blue or black ink. Your signature is required in item 9.												Zone/Route ID No.			
1. Change of Address for: (Read Attached Instructions)						2. Is This Move Temporary?						<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No	
<input checked="" type="checkbox"/> Individual (#5) <input type="checkbox"/> Entire Family (#5) <input type="checkbox"/> Business (#5)															
3. Start Date:						4. If TEMPORARY move, print date to								Date Entered on Form 3982	
(ex. 02/27/07)						Discontinue forwarding: (ex. 03/27/07)								M M D D Y Y	
0 4 0 5 0 7															
5a. LAST Name & Jr./Sr./etc						MARINE								Expiration Date	
5b. FIRST Name and MI						HARDCORE								M M D D Y Y	
6. If BUSINESS Move, Print Business Name															
PRINT OLD MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX															
7a. OLD Mailing Address						CONSOLIDATED POST OFFICE									
7a. OLD APT or Suite						BOX 555001									
7c. OLD CITY						CAMP PENDLETON						7d. CA 92055			
PRINT NEW MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX															
8a. NEW Mailing Address						123 MARINE COURT									
8a. NEW APT/Suite or PMB															
8c. NEW CITY						ANYTOWN						8d. CA 93616			
9. Print and Sign Name (see conditions on reverse)															
Print						HARDCORE MARINE						10. Date Signed:			
Sign						HARDCORE MARINE						0 4 0 5 0 7			
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Don't Fill in the Apt or Suite block



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CHANGE OF ADDRESS FORM - PS FORM 3575

(Incorrect Checking Out Example with Unit name)

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS ORDER												OFFICIAL USE ONLY			
Please PRINT items 1-10 in blue or black ink. Your signature is required in item 9.												Zone/Route ID No.			
1. Change of Address for: (Read Attached Instructions)						2. Is This Move Temporary?									
<input checked="" type="checkbox"/> Individual (#5) <input type="checkbox"/> Entire Family (#5) <input type="checkbox"/> Business (#5)						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
3. Start Date:						4. If TEMPORARY move, print date to Discontinue forwarding:						Date Entered on Form 3962			
(ex. 02/27/07) M M D D Y Y 0 4 0 5 0 7						(ex. 03/27/07) M M D D Y Y						M M D D Y Y			
5a. LAST Name & Jr/Sr/etc						5b. FIRST Name and MI						Expiration Date			
JAMES						HARDCORE						M M D D Y Y			
6. If BUSINESS Move, Print Business Name												Clerk/Carrier Endorsement			
PRINT OLD MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX															
7a. OLD Mailing Address						POST OFFICE BOX 555001									
7b. OLD APT or Suite						7b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate									
7c. OLD CITY						CAMP PENDLETON						7d. State 7e. ZIP			
												CA 92055			
PRINT NEW MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX															
8a. NEW Mailing Address						123 MARTIN LUTHER KING JR BLVD									
8b. NEW APT/Suite or PMS						7f. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate									
8c. NEW CITY						ANY TOWN						8d. State 8e. ZIP			
												CA 93616			
9. Print and Sign Name (see conditions on reverse)												OFFICIAL USE ONLY			
Print JAMES HARDCORE															
Sign JAMES HARDCORE												10. Date Signed: 040507			
												(ex. 01/01/07)			
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Don't Fill in Unit Name only The Box #



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CHANGE OF ADDRESS FORM - PS FORM 3575 (Correct Checking Out Example)

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS ORDER												OFFICIAL USE ONLY							
Please PRINT items 1-10 in blue or black ink. Your signature is required in item 9.																			
1. Change of Address for: (Read Attached Instructions) <input checked="" type="checkbox"/> Individual (#5) <input type="checkbox"/> Entire Family (#5) <input type="checkbox"/> Business (#5)												2. Is This Move Temporary? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
3. Start Date: (ex. 03/27/07)				M M D D Y Y 0 4 0 5 0 7				4. If TEMPORARY move, print date to Discontinue forwarding: (ex. 03/27/07)				M M D D Y Y							
5a. LAST Name & Jr./Sr./etc		JAMES										Date Entered on Form 3962 M M D D Y Y							
5b. FIRST Name and MI		HARDCORE										Expiration Date M M D D Y Y							
6. If BUSINESS Move, Print Business Name												Clerk/Carrier Endorsement							
PRINT OLD MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX																			
7a. OLD Mailing Address		BOX 555001																	
7a. OLD APT or Suite												7b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate							
7c. OLD CITY		CAMP PENDLETON										7d. State CA		7e. ZIP 92055					
PRINT NEW MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX																			
8a. NEW Mailing Address		123 MARINE ROAD																	
8a. NEW APT/Ste or PMB												8b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate							
8c. NEW CITY		ANYTOWN										8d. State CA		8e. ZIP 93616					
9. Print and Sign Name (see conditions on reverse) Print JAMES HARDCORE Sign JAMES HARDCORE												10. Date Signed: (ex. 03/27/07)				M M D D Y Y 0 4 0 5 0 7			
												OFFICIAL USE ONLY							
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CHANGE OF ADDRESS FORM - PS FORM 3575

(Move to FPO Address)

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS ORDER												OFFICIAL USE ONLY			
Please PRINT items 1-10 in blue or black ink. Your signature is required in item 9.												Zone/Route ID No.			
1. Change of Address for: (Read Attached Instructions)						2. Is This Move Temporary?						Date Entered on Form 3982			
<input checked="" type="checkbox"/> Individual (#5) <input type="checkbox"/> Entire Family (#5) <input type="checkbox"/> Business (#6)						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						M M D D Y Y			
3. Start Date:						4. If TEMPORARY move, print date to Discontinue forwarding:						M M D D Y Y			
(ex. 02/27/07) 0 5 1 2 0 7						(ex. 03/27/07)						M M D D Y Y			
5a. LAST Name & Jr./Sr./etc						5b. FIRST Name and MI						Expiration Date			
JAMES						HARDCORE						M M D D Y Y			
6. If BUSINESS Move, Print Business Name												Clerk/Carrier Endorsement			
PRINT OLD MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX															
7a. OLD Mailing Address						7b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate									
B O X 5 5 5 6 0 7															
7a. OLD APT or Suite						7d. State						7e. ZIP			
7c. OLD CITY						CAMP PENDLETON						CA 92055			
PRINT NEW MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX															
8a. NEW Mailing Address						8b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate									
P S C 5 6 1 B O X 0 9 7 9															
8a. NEW APT/Ste or PMB						8d. State						8e. ZIP			
8c. NEW CITY						F P O						AP 96310			
9. Print and Sign Name (see conditions on reverse)						10. Date						OFFICIAL USE ONLY			
Print JAMES HARDCORE						Signed: 0 5 0 5 0 7									
Sign JAMES HARD CORE						(ex. 01/27/07)									
PS FORM 3575 JANUARY 2007 Visit usps.com to change your address online or call 1-800-ASK-USPS (1-800-275-8777) 0107															



(Printed Copy From the Internet)

C



CHANGE OF ADDRESS FORM - PS FORM ~~3575~~

COA Form Completion Information

- **Write in all CAPS, No Punctuation & Use Black or Blue Ink**
- **The “Individual” block will be checked for all moves to or from Camp Pendleton (ZIP 92055) for single Marines or Sailors residing in the barracks.**
- **Military Addresses will go in the 1st line of Blocks 7a or 8a**
 - **Blocks 7a & 8a are restricted to 30 characters for CONUS addresses**
 - **The Box Number or Unit Number are the most important**
 - **Pendleton Units will be BOX 555XXX or PO BOX 43XXXX for Pulgas**
- **DO NOT USE the “APT or SUITE” Block**



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CHANGE OF ADDRESS FORM - PS FORM ~~3575~~

COA Additional Information

- **USPS recommends that changes are submitted at least 14 days in advance. No more than 3 months in advance.**
- **Mail may take 7-10 days to start showing up directly after COA is submitted.**
- **USPS will forward 1st Class, Priority & Express Mail for 12 months with a Permanent COA.**
- **Newspapers & Magazines for 60 days (military will forward for a year if endorsed "Change of Address due to official orders." USPS states 60 days to APO/FPOs.**



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CHANGE OF ADDRESS FORM - PS FORM ~~3575~~

ICOA/TCOA Information

- **Internet Change of Address (ICOA) Requests can be submitted via USPS.com or Telephone Change of Address (TCOA) at (1800-ASK-USPS)**
 - **Cost - \$1 verification fee charged to your credit card. AMEX, Discover, Mastercard or Visa is accepted.**
 - **Credit Card must match Old or New Mailing Address.**
 - **The COA can be completed online (Moversguide.com), printed then mailed or taken to the local Post Office on the bottom of the form for free.**
 - **ICOA will not work with Camp Pendleton's unit addresses because they are listed in Address Management System as Business addresse; however, a hard copy COA can still be submitter.**



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COA INFORMATION (PS FORM 3575) (Temporary Move Information)

- **The Temporary Move is good for 6 months from the Start Date.**
 - **A 2nd Temp COA can be submitted for a total of 12 months (No more than 12 months total are allowed).**
 - **The Temp Move should be utilized for:**
 - **6 Month UPD/MEU deployments.**
 - **Assignment to Temporary Assigned Duties (TAD) to On-Base or Off-Base addresses less than 7 months.**
 - **Temporary COA don't have to be re-submitted, forwarding order expires on the "End Date" or at 6 months.**
 - **The Minimum Temp Move Period is 14 days.**
-



CHANGE OF ADDRESS FORM - PS FORM 3575

(Temporary Move On Base)

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS ORDER												OFFICIAL USE ONLY			
Please PRINT items 1-10 in blue or black ink. Your signature is required in item 9.												Zone/Route ID No.			
1. Change of Address for: (Read Attached Instructions)						2. Is This Move Temporary?						Date Entered on Form 3982			
<input checked="" type="checkbox"/> Individual (#5) <input type="checkbox"/> Entire Family (#5) <input type="checkbox"/> Business (#6)						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						M M D D Y Y			
3. Start Date:						4. If TEMPORARY move, print date to Discontinue forwarding:						Expiration Date			
(ex. 02/27/07)						(ex. 03/27/07)						M M D D Y Y			
5a. LAST Name & Jr./Sr./etc						5b. FIRST Name and MI						Clerk/Carrier Endorsement			
JAMES						HARDCORE									
6. If BUSINESS Move, Print Business Name															
PRINT OLD MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX															
7a. OLD Mailing Address						7b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate									
Box 555607															
7a. OLD APT or Suite															
7c. OLD CITY						7d. State						7e. ZIP			
CAMP PENDLETON						CA						92055			
PRINT NEW MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX															
8a. NEW Mailing Address						8b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate									
Box 555001															
8a. NEW APT/Ste or PMB															
8c. NEW CITY						8d. State						8e. ZIP			
CAMP PENDLETON						CA						92055			
9. Print and Sign Name (see conditions on reverse)												OFFICIAL USE ONLY			
Print JAMES HARDCORE															
Sign JAMES HARDCORE															
10. Date Signed:															
(ex. 01/27/07)						050507									
PS FORM 3575 JANUARY 2007 Visit usps.com to change your address online or call 1-800-ASK-USPS (1-800-275-8777) 0107															



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COA INFORMATION (PS FORM ~~3575~~)

APO/FPO Move Information

- **APO/FPO addresses are limited to 22 characters to include the unit name and unit number.**
- **The COA will forward mail to a APO/FPO address but it should be a permanent change if more than 6 months.**
- **USPS.com can not be used for any APO/FPO moves it must be submitted with a hard copy COA.**
- **PS Form 3575 can not be used to forward mail from an APO/FPO at this present time. Service members must notify publishers, family and friends of their change of address.**



CHANGE OF ADDRESS FORM - PS FORM 3575

(Temporary Move to FPO Address)

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS ORDER												OFFICIAL USE ONLY			
Please PRINT items 1-10 in blue or black ink. Your signature is required in item 9.												Zone/Route ID No.			
1. Change of Address for: (Read Attached Instructions)						2. Is This Move Temporary?						Date Entered on Form 3982			
<input checked="" type="checkbox"/> Individual (#5) <input type="checkbox"/> Entire Family (#5) <input type="checkbox"/> Business (#6)						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						M M D D Y Y			
3. Start Date:						4. If TEMPORARY move, print date to Discontinue forwarding:						M M D D Y Y			
(ex. 02/27/07)						(ex. 03/27/07)						(ex. 03/27/07)			
5a. LAST Name & Jr./Sr./etc						5b. FIRST Name and MI						Expiration Date			
JAMES						HARDCORE						M M D D Y Y			
6. If BUSINESS Move, Print Business Name												Clerk/Carrier Endorsement			
PRINT OLD MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX															
7a. OLD Mailing Address						7b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate									
BOX 555607															
7a. OLD APT or Suite															
7c. OLD CITY						7d. State						7e. ZIP			
CAMP PENDLETON						CA						92055			
PRINT NEW MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX															
8a. NEW Mailing Address						8b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate									
UNIT 42366															
8a. NEW APT/Ste or PMB															
8c. NEW CITY						8d. State						8e. ZIP			
FPO						AP						96426			
9. Print and Sign Name (see conditions on reverse)						10. Date						OFFICIAL USE ONLY			
Print JAMES HARDCORE						Signed: 050507									
Sign JAMES HARDCORE						(ex. 01/27/07)									
PS FORM 3575 JANUARY 2007 Visit usps.com to change your address online or call 1-800-ASK-USPS (1-800-275-8777) 0107															